



TRAFFIC OPERATIONS CREW LEADER

Purpose:

To actively support and uphold the City's stated mission and values. To lead and participate in the work of staff involved in the installation and maintenance of traffic control signs, markings, bus stop; and to perform the most complex repair and maintenance duties of the work unit.

Supervision Received and Exercised:

Receives general supervision from the Traffic Operations Supervisor or from other supervisory staff.

Exercise functional and technical supervision over Transportation Worker I/II and temporary employees.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures.
- Act as a coach and mentor to team members; facilitate and participate in team member's Individual Development Plans.
- Assist in the training and participate in the evaluation of staff.
- Evaluate operations and activities in assigned areas of responsibility; perform analysis of methods and procedures and recommend improvements and modifications.
- Coordinate maintenance activities with other sections, divisions and departments as well as outside agencies and contractors.

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- Create and close Hansen Software work orders.
- Lead and participate in the routine maintenance of all bus stops including the replacement of bus schedules on shelters and stops; check fuses and bulbs for correct lighting; secure loose shelter panels; tighten bolts on furniture; touch-up with paint; and repair or replace broken slats on benches, remove/replace concrete benches using a crank truck.
- Assemble bus benches and installation of furniture.
- Transport and delivery bicycles from the bike loan program to various locations.
- Perform electrical repairs to lighting systems including; updating shelter wiring, refurbishing light assemblies, install electrical conduits, update electrical pole boxes and request blue stake.
- Install and maintain solar lighting assemblies/batteries on transit shelters.
- Secure and mark bus stops with caution tape for any unsafe areas needing major repairs.
- Remove graffiti, stickers, and unauthorized signs and posters on all signs and bus stops.
- Perform routine cleaning of all bus stops including power spraying furniture and sidewalks with water and cleaning agents; wiping down furniture; and removing foreign substances from furniture and sidewalks.
- Pick up trash and debris at all bus stops; remove and prune obstructed brush or tree growth.
- Visually check entire bus stop site; report any items needing special repair or attention to assure the bus stop meets City of Tempe standards for cleanliness and safety; and complete and submit proper forms to supervisor at end of shift.
- Empty trash receptacles at all bus stops; disinfect and remove stains and spills from trash receptacles, inside, outside and underneath; and replace liner.
- Operate sweeper equipment designed for sweeping bike paths and sidewalks.
- Keep updated inventory of materials/ supplies in vehicles and warehouse.
- Analyze routes and bus stop usage and make recommendations to improve operational efficiencies.
- Work with various personnel and departments to perform maintenance on City multipurpose bicycle paths.

*Effective November 1988
Reviewed February 1994
Revised November 2001 (range adj due to market)
Revised June 2005
Revised December 2005*

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- Lead and participate in the installation and maintenance of traffic signs, posts and markers.
- Lead and participate in the work of laying out, striping, painting, and maintaining lane lines, center lines, crosswalks, turn arrows, stop bars, railroad crossings, parking stalls, curbs and other pavement markings.
- Operate a variety of equipment such as bucket trucks, stripers, line removers, compressors, spray guns, drills, arc and gas welders, post pounders, post pullers and augers.
- Ensure adequate visibility of signs; arrange for trimming of trees and bushes.
- Install, remove, new signs and maintain traffic signs, posts, reflectors, bumper blocks, traffic control barrels and reflective strips; prepare and pour concrete; use post puller equipment.
- Modify and recycle damaged sign posts.
- Assist in the construction of sign components.
- Perform minor repairs to damaged sprinkler system irrigation lines.
- Interpret plans and work orders to determine and confirm proper placement of traffic control devices.
- Ensure the proper installation of traffic cones and barricades; direct and control traffic during normal work schedule, evening, weekends and special events.
- Prepare schedules and determine cost of installation jobs.
- Arrange for equipment needs at job sites; ensure proper maintenance of equipment.
- Prepare reports and maintain time, material and equipment use records.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years experience in the installation and maintenance of traffic control devices.

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Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Possession of or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of or ability to obtain, a Work Zone Safety and a Signs & Marking Level I & II International Municipal Signal Association (IMSA) Certification.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6623

FLSA: Non-Exempt